

Mayor's Office Internship Program – Summer 2022

Interns with the Boston Mayor's Office Internship Program will have the chance to learn first-hand the challenges and rewards of public service in city government, led by Boston Mayor Michelle Wu. Interns will have the opportunity to not only gain valuable professional experience in municipal government but to provide useful contributions that will help the City to deliver a high level of service to neighborhoods and residents.

Interns will have opportunities to participate in social events and networking sessions with other interns and with city officials and civic leaders in Boston.

Prospective interns shall be rising Boston Public School Seniors, undergraduate students, graduate students, or current students of a community college or vocational school.

Project Array: Policy and legislation, budgeting, event planning, logistics for day-to-day operations of the Mayor's office, Boston's Green New Deal, PRIDE planning, equity-based projects, City-wide Climate Change and Just Recovery training, strategies to advance Racial Equity, Early Childhood Education, and the Mayor's Arts and Culture Agenda, to name a few.

Intern Responsibilities often include but are not limited to:

- Conducting research; performing public outreach and actively participating in community meetings
- Drafting press releases, media advisories, and mayoral talking points;
- Facilitating written correspondence including proclamations, certificates, and other letters
- Data entry; planning, attending, and executing events; attending board, council, or commission meetings
- Working with various internal and external offices and stakeholders; representing the Mayor's Office at special events, fairs, and festivals.
- Scheduling, attending, scribing meetings across different projects, then reporting back to leadership concisely and comprehensively
- Demonstrated commitment to developing your professional and interpersonal skills

Preferred Skills

To effectively perform the duties of this role, we seek a candidate with:

- Passion for public service and local government
- A high standard of ethics, integrity, and courage
- Demonstrated communication, interpersonal, and organizational skills
- Strong writing skills and attention to detail
- Experience with Microsoft Office and Google Suites
- A strong organizer who knows how to prioritize time-sensitive work
- Creativity and flexibility
- Ability to work in a fast-paced environment
- Senses of humor and urgency
- Openness to mentorship and a mindset for equity